

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
MARCH 14, 2013

1. Roll Call and Meeting Properly Posted:

- A. Notice of the meeting was properly posted in the Town. Town Chair Kris Hampton and Town Supervisors Steve Anders, Mike Kindschi and Mike DuPlayee were present. Mike Fonger was absent and excused.
- B. Notice of the meeting was properly posted in the Village. Village President Diane Wiedenbeck and Trustees Harvey Potter, Jennifer Pickel, Jack Henrich, Micah Zielke, Ed Lemay, and Ken Dahl were present.
- C. Also present: Village Attorney Leighton Boushea, Town Attorney Connie Anderson, Village Administrator Matt Giese, Town Clerk Kim Banigan, Fire Chief Bruce Boxrucker, EMS Chief Duane Erschen, Police Chief Chris Hughes, EMS Lts. Jerry McMullen and Elliott Belden.

2. Call to order:

- A. Hampton called the Town Board to order at 6:30 P.M.
- B. Wiedenbeck called the Village Board to order at 6:30 P.M.

3. Public Concerns: Public's opportunity to speak to Board Members about any subject that is not a specific agenda item: None.

4. Discuss/Consider approval of minutes from the February 7, 2013 meeting: **MOTION** by DuPlayee/Zielke to table until the next Joint Board meeting due to a missing Village motion under item 6. b. ii. **MOTION CARRIED 6-0.**

5. Consider/Adopt motion to move into closed session per Wis. Stats. 19.85(1)(e) for deliberation, negotiation or conducting specified public business whenever competitive or bargaining reasons require a closed session (Contract with the Town of Pleasant Springs for Fire Protection Services):

MOTION by Hampton/DuPlayee for the Town Board to move into closed session for the reason stated above. **MOTION CARRIED 4-0 by roll call vote.**

MOTION by Potter/Pickel for the Village Board to move into closed session for the reason stated above. **MOTION CARRIED 7-0 by roll call vote.**

In addition to the board members, Attorneys Connie Anderson and Lee Boushea, Town Clerk Kim Banigan, Village Administrator Matt Giese, and Fire Chief Bruce Boxrucker were allowed to stay for the closed session. All others were required to leave the meeting. The closed session began at 6:36 P.M.

MOTION by Hampton/Anders for the Town Board to reconvene into open session. **MOTION CARRIED 4-0 by roll call vote.**

MOTION by Wiedenbeck/Pickel for the Village board to reconvene into open session. **MOTION CARRIED 7-0 by roll call vote.**

The closed session ended at 6:47 P.M.

MOTION by Pickel/Zielke to approve the Contract for Provision of Fire Protection and Rescue Services By and between the Cottage Grove Volunteer Fire Department Inc., the Cottage Grove Fire District, and the Town of Pleasant Springs as presented by the Attorneys tonight. **MOTION CARRIED 7-0.** (Note that later in the meeting Dahl asked that the coverage area map be verified).

MOTION by DuPlayee/Kindschi to approve the Contract for Provision of Fire Protection and Rescue Services By and between the Cottage Grove Volunteer Fire Department Inc., the Cottage Grove Fire

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
MARCH 14, 2013

District, and the Town of Pleasant Springs as presented by the Attorneys tonight. **MOTION CARRIED 4-0.**

6. Discuss the current status of DGEMS staffing in the Village and Town of Cottage Grove: Wiedenbeck said she heard from DGEMS personnel that while there has been an ambulance in the bay (at Station 1 in Cottage Grove), there has been no legal team to go out, and asked EMS Chief Duane Erschen for his response. Chief Erschen said that the outcome of a Joint Board meeting in 2011 strongly established the desire for more staffing in Deerfield. At that time, the Intern program was experiencing a lull, and coverage in Deerfield had dropped noticeably. By the end of 2011, staffing in Deerfield was increased to 70%, and in 2012 was at 80% - 90%, while still staffing Cottage Grove all the time. This was largely due to the interns. At the end of 2012, however, with the Internship program winding down and the two remaining interns in class, there was a shortened shift time available from the interns, requiring more use of LTEs to staff Deerfield. The 2013 budget for wages will not support this staffing model, so Chief Erschen enacted a new staffing model beginning in February, designed to draw out the volunteers. While it takes two EMTs to make a legal crew, the new staffing model splits the two scheduled staff members (paid staff, LTEs and Interns) between the two stations. When volunteers are available at both stations, this makes two legal crews. If only one volunteer is available, there will be a legal crew at one station and a first responder at the other station. In this case, the station with the legal crew is being called the Primary Station, which alternates between Cottage Grove and Deerfield. If no volunteers are available, then the two scheduled staff members must come together at the Primary Station, leaving the other station unstaffed. Chief Erschen said the current model aims to split the Primary Station 50:50 based on the 2011 directive for coverage in Deerfield, but it could be changed upon direction of municipal leaders. A recruitment effort for more volunteers and LTEs is underway, which should increase the likelihood of having both stations staffed going forward.
7. Discussion/Consider approval of the Law Enforcement Agreement: Attorneys Anderson and Boushea had met prior to the meeting and come to agreement upon the draft presented to the boards tonight. Anderson said it included acceptance of the changes in the December 19th draft and more. She highlighted the following revisions:
 - Section 1.3 regarding the Town and Village having similar ordinances was removed since it is difficult to contract for legislation, and it is already the norm for the Town and Village to work toward similar ordinances.
 - Section 2.1.3 regarding filling of vacancies is not needed. It is in the municipalities' best interest to fill vacancies promptly if they want a vote on the committee.
 - Section 2.1.4: The legal counsel language from the EMS agreement does not apply in this agreement. The suggested language requires all legal work to be pre-approved by the LEC.
 - Section 2.1.5 and on Special and Closed Meetings is unnecessary, only repeats what is required by statute.
 - Section 3 regarding the Police Commission membership may be deleted since the Police Commission bylaws already address this. The important language regarding the Police Commission is in section 2.2.5 which specifies the powers of the Police Commission.
 - Section 6 Dispute Resolution has been changed to include mediation but no arbitration.
 - Section 7 has been revised to clarify that either party must give at least 6 months notice of withdrawal.

JOINT MEETING
TOWN OF COTTAGE GROVE BOARD OF SUPERVISORS
VILLAGE OF COTTAGE GROVE BOARD OF TRUSTEES
MARCH 14, 2013

MOTION by DuPlayee/Anders to approve the Cottage Grove Law Enforcement Agreement as presented.
MOTION CARRIED 4-0.

MOTION by Pickel/Potter to approve the Cottage Grove Law Enforcement Agreement as presented.
MOTION CARRIED 7-0.

8. Discuss/Consider Police Department Billing Practices:
 - A. 20th of the month billing to the Town: The agreement adopted tonight changes this to the end of the following month.
 - B. Routing of all Police Department bills to the Chief for approval: Hampton suggested that all Police Department bills be routed through the Police Chief for approval, stating that under the current practice, if the Village consults with their attorney on Law Enforcement issues, the bill has been picked up by Village Staff as LEC related, and the Town has been billed a portion of it. Input from the Attorneys present was that future bills will be itemized to clearly indicate LEC related charges.
9. Items for next agenda and meeting date: the next meeting will be on April 4th at the Village Hall. Agenda to include February minutes, the Merger Study resolution, update on police billing to the Town.
10. Adjournment:
 - A. **MOTION** by Pickel/Zielke to adjourn the Village Board. **MOTION CARRIED 7-0.**
 - B. **MOTION** by Kindschi/DuPlayee to adjourn the Town Board. **MOTION CARRIED 4-0.**

The meeting ended at 7:30 P.M.

Submitted by: Kim Banigan, Town Clerk
Approved 4-4-2013